



CRUZ M. BUSTAMANTE
Lieutenant Governor
State of California

POSITION AVAILABLE
STAFF ASSISTANT

DESCRIPTION

The Office of Lieutenant Governor Cruz M. Bustamante is currently seeking a full-time Staff Assistant for the Los Angeles District Office located in Downtown Los Angeles. As Staff Assistant, duties will include document and event preparation, and office coordination.

Specifically, activities include but are not limited to: opening and closing the office, drafting resolutions, proclamations and other congratulatory documents, answering phones, processing mail and faxes, greeting and directing visitors, representing the Lieutenant Governor at events and assisting the District Director and the Executive Director of the Commission for Economic Development with additional tasks, as needed.

Training will be provided in advancing events in preparation for the Lt. Governor's attendance, handling casework and agency referrals, drafting talking points and researching issues and legislation.

QUALIFICATIONS

Applicants should possess strong interpersonal, writing and organizational skills and be able to efficiently work and set priorities in a fast-paced environment. An ideal candidate for this entry-level position would be a well-spoken, self-assured individual with a positive attitude and the ability to work as a team player. Experience and a demonstrated interest in public service working directly with the community is preferred. Bi-lingual and media experience is a plus.

SALARY

\$25,000-30,000+ Commensurate with experiences.

HOW TO APPLY

Please email or fax cover letter, résumé, and writing sample to:

Jeff Logan, Interim District Director
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